



2004-2005 TECHNICAL ASSISTANCE

Description organizations	The Commission assists organizations in improving their artistic quality, community service, or management. Technical Assistance Grants are designed to provide outside help for on particular problems. The Commission staff will help organizations find the appropriate consultants or workshops for their needs, if requested.
Deadline	Applications are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2004 and June 30, 2005.
Amount of Assistance	<p>P Up to \$500 each (non-matching), total not to exceed \$1,000 per year, for organizations with annual incomes of \$50,000 or more.</p> <p>P Up to \$750 each (non-matching), total not to exceed \$1,500 per year for organizations with annual incomes of less than \$50,000.</p> <p>These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.</p>
Eligibility	<p>Virginia organizations whose primary purpose is the arts (excluding units of governments, and educational institutions) and that meet the Basic Eligibility criteria listed in the 2004-2006 Guidelines for Funding.</p> <p>Organizations must be incorporated in the state and have their headquarters and home seasons, or activates equivalent to a home season for non-producing organizations, in the state.</p> <p>Some examples of eligible activities are:</p> <p>P Short-term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action.</p> <p>P Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness.</p> <p>P Purchase of computer hardware and software.</p>
Criteria	Applications are evaluated on the need of the applicant organization for the proposed activity and the financial need for the requested grant.
Application Review and Payment Procedure	<p>Complete applications must be received by the Commission at least four weeks before the proposed activity. The Commission does not accept application materials via facsimile transmission or other electronic means.</p> <p>The Commission staff reviews proposals. Notice to applicants of decisions is generally prompt.</p> <p>After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of a brief narrative and financial report, the Commission will authorize payment to the grantee.</p>
Application Submission Checklist	<p>A complete application must contain one collated set of the following items:</p> <ul style="list-style-type: none"> • A completed Technical Assistance Grant on 8.5" x 11" pages typed on one side. • Signed Certification of Assurances Form (two pages). • Letter from the Internal Revenue Service showing your organization's tax-exempt status. • A completed National Standards for Arts Information Exchange Race/Ethnicity Data Collection Form. For reporting purposes only; will NOT be considered during the grantmaking process. <p>Any application not containing all of the items listed above in the order shown will be considered incomplete and will be returned with a brief explanation.</p> <p>NOTE: Be sure to keep a copy of your application and all forms and attachments.</p>

2004-2005 Technical Assistance for Arts Organizations

VIRGINIA COMMISSION FOR THE ARTS

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Richmond, VA 23219-2010
804/225-3132 (Voice/TDD)
804/225-4327 (Fax)
www.arts.virginia.gov (URL)

Applicants should read the 2004-2006 Guidelines for Funding and Certification of Assurances and Grant Conditions to make sure you comply with all of the conditions. In signing the application form, you are agreeing to comply with all of these conditions.

Provide all information requested below in the order listed and send it to the Commission office at least **four weeks** before the proposed activity. The Virginia Commission **will not** accept any application materials via facsimile transmission or other electronic means (e.g. e-mail). Original signatures are required. For assistance or more information, contact the Commission office.

1. Type "**2004-2005 Technical Assistance for Arts Organizations**" at the head of an 8.5" x 11" page. Provide the information requested below on as many pages as are needed, using a typeface of 12 point or larger.
2. **Applicant organization name, address, and city/county.** Name, address and zip code of organization applying for funds. This is the address to which any grant funds will be sent. Include the name of the county or independent city in which the organization is based.
3. **Telephone/FAX/Email/URL.** Include area code and telephone number of applicant organization as well as any fax number, email address or worldwide web site for the organization.
4. **Contact person.** Name and title of person to contact for more information about the application.
5. **Type of activity.** Specify the nature of the activity for which funding is requested.
6. **Start and end dates.** The first and last dates of the project for which assistance is requested. No activities for which Commission funds are requested may begin before July 1, 2004. **Request must be made at least 4 weeks prior to beginning date of project.**
7. **Amount requested.** Up to \$500 each application (non-matching), total not to exceed \$1,000 per year, for organizations with annual incomes of \$50,000 or more. Up to \$750 each application (non-matching), total not to exceed \$1,500 per year for organizations with annual incomes of less than \$50,000. These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.
8. **Total and itemized projected cost.** Total cost of activity (may exceed amount requested if more than the amount for which organization is eligible). Itemize the total costs of the projected activity--may include items such as consultant's fees, travel, per diem, lodging, etc.
9. **Federal Employer ID number. MUST be included. Payments cannot be made without this number.**

continued on next page

10. How will grant funds be used? Describe the activity for which funds are requested. Include specifics: name of conference/workshop or consultant; date(s); site; and nature of program (marketing, fundraising, etc.). If the project involves a consultant who has not been chosen, describe the qualifications you seek and the nature of the consultancy.

11. Who will use/benefit from the grant? List name and title of those attending conference or to work with consultant (if a group, simply state Board, Staff, etc.).

12. How will this activity improve the artistic quality, community service, or management of the applicant organization?

13. Tax Exempt Status Letter. Attach a copy of the organization's letter from the Internal Revenue Service showing your organization's tax-exempt status.

14. Certification of Assurances. Attached. Must have the original signature of an official with the legal authority to obligate the applicant organization. Type the name and title of the authorizing official and the date of the signature. In signing the Certification of Assurances form, you are agreeing to comply with all of these conditions.

15. National Standards for Arts Information Exchange Race/Ethnicity Form. Attached. For reporting purposes only; will NOT be considered during the grantmaking process.

YOU MAY OMIT THE FOLLOWING ONLY IF YOU HAVE SUBMITTED AN APPLICATION IN ANOTHER GRANT CATEGORY FOR THE CURRENT FISCAL YEAR AND THIS INFORMATION IS ON FILE.

16. Incorporation date. Date the applicant organization was incorporated in Virginia.

17. Fiscal year. Beginning and ending dates of the 12 month accounting period used by the applicant.

18. Organization purpose. Concise statement of the mission or purpose of your organization.

19. Number of personnel according to special characteristics. Number of personnel according to special characteristics of board, advisory group, administrative and artistic personnel. You may use any format that contains the following information:

	Full Time Paid	Part Time Paid*	Volunteer***	People of Color†	Special Constituencies‡
Administrative	_____	_____	_____	_____	_____
Artistic	_____	_____	_____	_____	_____
Technical	_____	_____	_____	_____	_____
Board/Trustee members	_____	_____	_____	_____	_____

* Include contracted/fee for service

** Full or part time

† American Indian/Alaskan Native, Asian/Pacific Islander, Black or Hispanic/Latino

‡ Individuals with mental or physical disabilities or older persons

20. Total income and expenses. Total cash income and expenses for your organization's most recently completed, current, and next fiscal years.

21. Previous year's activities. List major arts activities or services by your organization in the previous year, the number of each type of activity, and total attendance at each type of activity.

INCOMPLETE OR INELIGIBLE APPLICATIONS WILL NOT BE REVIEWED AND WILL BE RETURNED TO THE APPLICANT WITH A BRIEF EXPLANATION.

**CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2004-2005 FOR
TECHNICAL ASSISTANCE GRANTEES
OF THE VIRGINIA COMMISSION FOR THE ARTS**

Commission grantees are required to be non-profit Virginia corporations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of Virginia government, or are educational institutions, or are local chapters of tax exempt national organizations.

Commission grants are limited to:

! Reimbursement for actual expenditures not to exceed eligible amounts for Technical Assistance grants.

! Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

! provide accurate, current and complete financial records of each grant.

! maintain accounting records which are supported by source documentation.

! maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.

! maintain procedures ensuring timely disbursement of funds.

! maintain procedures for determining allowable costs and allocations in accordance with provisions of Federal Management Circular A-87 and Office of Management and Budget Circular A-102 (copy available from the Commission office upon request).

! provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved **in advance** by the Commission. NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will comply with these federal statutes and regulations:

! Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

! Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

CONTINUED ON NEXT PAGE (SIGNATURE REQUIRED)

! Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("504 Coordinator").

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and before June 15, 2005 (A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period.) This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records.

In **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts." If your organization is awarded a grant, camera-ready logos will be sent with the award letter.

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with all of the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- ! the information in this application and its attachments is true and correct;
- ! the filing of this application has been duly authorized by the governing body of the applicant organization;
- ! the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant organization.

Typed Name of Authorizing Official

Title

Signature of Authorizing Official

Date

Applicant Organization Name: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE*Racial/Ethnicity Data Collection Form***Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

A: Asian
B: Black/African American
H: Hispanic/Latino
N: American Indian/Alaskan Native
P: Native Hawaiian/Pacific Islander
W: White

Organizational/Institutional Applicants (e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more Asian
B: 50% or more Black/African American
H: 50% or more Hispanic/Latino
N: 50% or more American Indian/Alaskan Native
P: 50% or more Native Hawaiian/Pacific Islander
W: 50% or more White
99: No single group listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: Asian individuals
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaskan Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.